

**POLICE LIEUTENANT  
STUDY GUIDE**

A written examination for the class of **POLICE LIEUTENANT** to be administered in **OAKDALE** on **MARCH 8, 2010**, will consist of approximately **108** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>POLICE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective police service management, involving organizing, directing, inspecting, and evaluating departmental operations; personnel management, including recruitment; management of equipment and property, including verifying that equipment is tested and meets applicable standards.	11.1%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, and format; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	9.3%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	11.1%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the public; and knowledge of the procedures for conducting a crime prevention program to address specific community needs.	5.6%
<b>TRAINING</b>  Knowledge of the practices and procedures used in effective law enforcement training, including serving as an instructor.	4.6%

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>PATROL/GENERAL LAW ENFORCEMENT</b>  Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, arrest procedures, the use of firearms, vehicle stop tactics, and law governing these procedures.	19.4%
<b>TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION</b>  Knowledge of accepted procedures for traffic accident investigations, including enforcement of all applicable motor vehicle laws.	5.6%
<b>CRIMINAL INVESTIGATION MANAGEMENT</b>  Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; and applicable laws.	16.7%
<b>SPECIAL TACTICAL OPERATIONS</b>  Knowledge of the procedures for conducting special tactical operations such as crowd control situations, bomb threats, and other emergency situations.	5.6%
<b>JUVENILE OPERATIONS</b>  Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interview and interrogation of juveniles, and situations involving abuse of juveniles.	5.6%
<b>JAIL OPERATION</b>  Knowledge of the practices utilized in the daily operation of a jail facility, including booking and jail security.	5.6%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming

examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

**FUNDAMENTALS OF CRIMINAL INVESTIGATION**, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

**LOUISIANA LAW ENFORCEMENT HANDBOOK**, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

**CODE OF CRIMINAL PROCEDURE**, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

**POLICE FIELD OPERATIONS**, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

### **SECONDARY REFERENCE MATERIAL**

**LOCAL GOVERNMENT POLICE MANAGEMENT**, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

**AMERICAN RED CROSS EMERGENCY RESPONSE**, Prepared by: American National Red Cross, Published by: The Banta Co., Staywell, 263 Summer Street, Boston MA, 02210, 2001.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

